

Action Buttons

You can set graphics in PowerPoint to carry out a variety of commands. When graphics are used in this fashion they are said to be ACTION BUTTONS. PowerPoint provides some preset ACTION BUTTONS or you can set a Shape, a Clip Art graphic or text to be an ACTION BUTTON.


Loading the Presentation

- 1 Load Microsoft PowerPoint and cancel the PRESENTATION GALLERY or close the current presentation.
- 2 Click on the OPEN A PRESENTATION icon in the STANDARD TOOLBAR.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Navigation Buttons

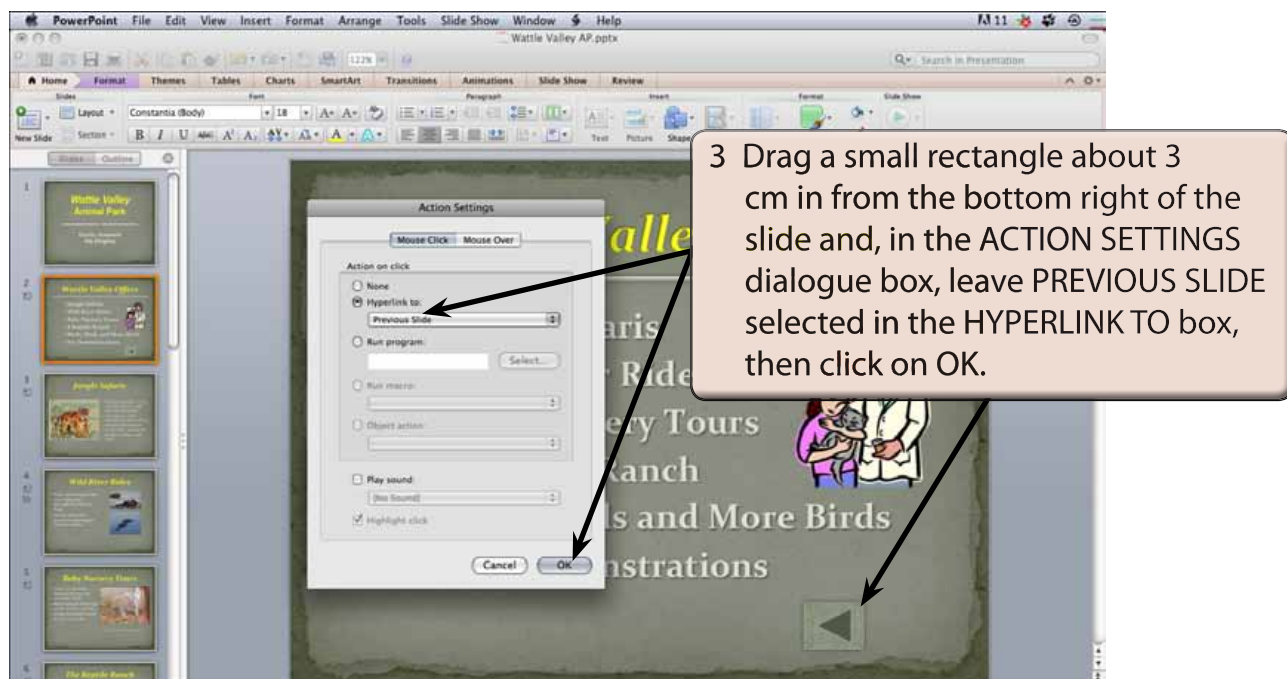
Buttons can be added to slides to allow users of the presentation to move from slide to slide.

A The Previous Slide Button

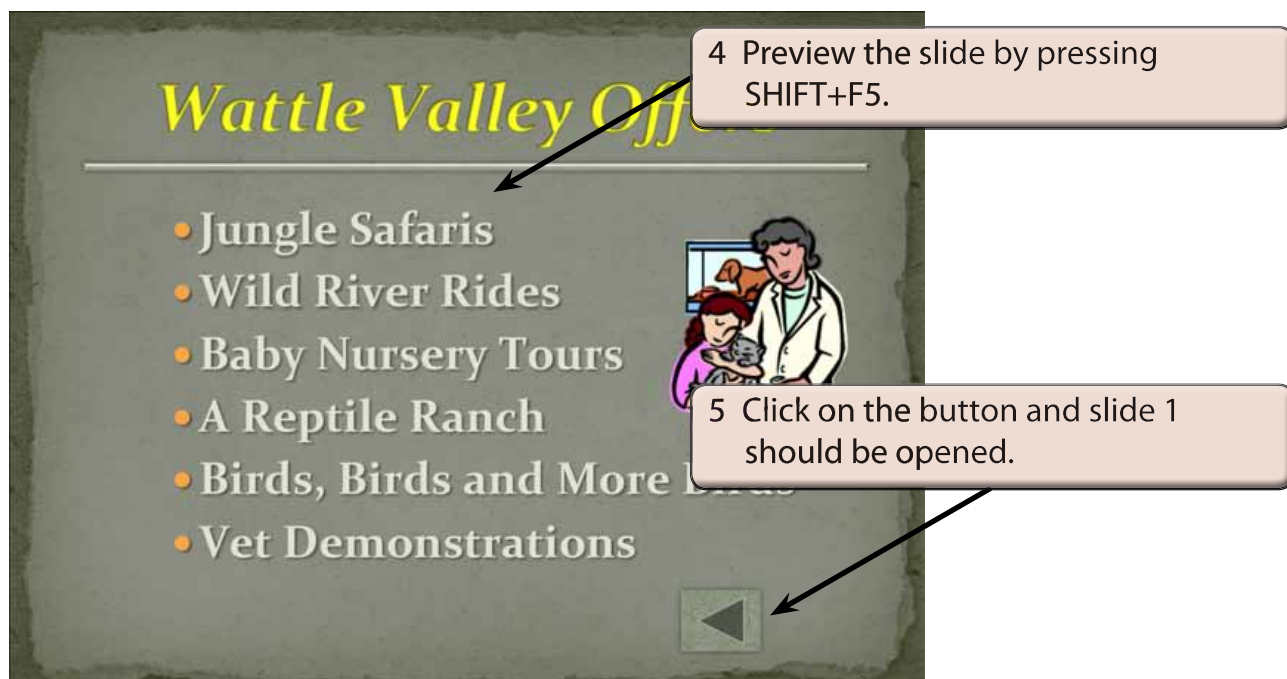


1 Set the screen to SLIDE 2 and in the HOME tab click on the SHAPE icon.

2 Highlight ACTIONS BUTTONS and select the ACTION BUTTON: BACK OR PREVIOUS button.



NOTE: You can set a button to activate when the mouse button is clicked on it or when the mouse pointer is moved over it.



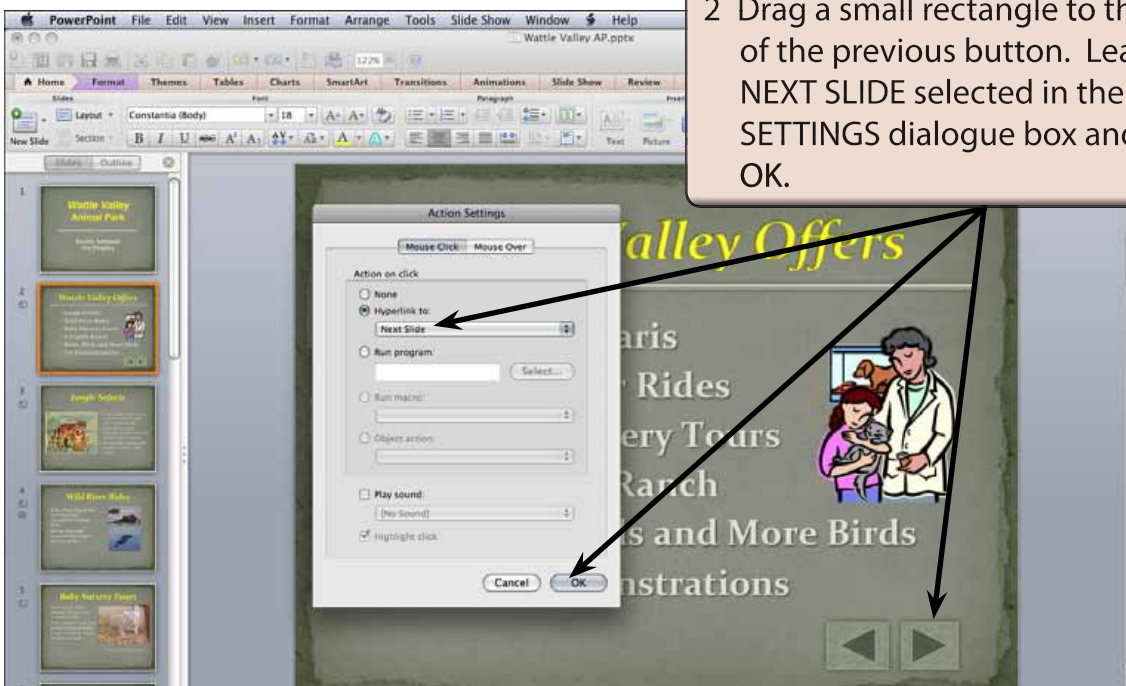
6 Press the ESC key to exit the slide show and return SLIDE 2 to the screen.

B The Next Slide Button

1 Click on the SHAPE icon in the HOME tab, highlight ACTION BUTTONS and select the ACTION BUTTON: FORWARD OR NEXT button.



2 Drag a small rectangle to the right of the previous button. Leave NEXT SLIDE selected in the ACTION SETTINGS dialogue box and click on OK.



- 3 Preview the slide by holding down the SHIFT key and pressing F5.
- 4 Click on the NEXT OR FORWARD button and slide 3 should be opened.
- 5 Press the ESC key to return to the slides and return SLIDE 2 to the screen.

NOTE: These buttons could be copied to each slide, but you will see how to do that more efficiently in the SLIDE MASTERS chapter.

Buttons That Open Specific Slides

You can set buttons that allow the user to open specified slides. In this presentation SLIDE 2 is basically a menu for the rest of the presentation so we can add buttons to it to open any of the other slides.

The SHAPES icon will be used to create the screen custom buttons.

A The Jungle Safaris Button



1 Click on the SHAPE icon in the HOME tab, highlight BLOCK ARROWS and select the RIGHT ARROW shape.



2 Drag a small arrow to the right of the JUNGLE SAFARIS text.